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Institution Development and Coordination Minute: 0002/2024

To: Circuit Managers, Principals and Governing Body Chairpersons

**Subject: Applications from private scholar transport service providers for operating licences from the Provincial Regulatory Entity and the role of the principal**

## 1. Background

- 1.1 The National Land Transport Act, 2009 (Act 5 of 2009), requires that all vehicles used by transport service providers or persons transporting learners to schools for monetary gain must obtain operating licences from the Provincial Regulatory Entity (PRE), with its Head Office situated in Cape Town.
- 1.2 To obtain an operating licence, a private transport service provider or person transporting learners to school(s) for monetary gain must provide various documents for verification against the applicable transport laws.
- 1.3 Until now, service providers were expected to obtain a letter from the principal, which did not always result in an overall positive outcome. This, in turn, contributed to many service providers being unable to apply for an operating licence which placed the safety of learners at risk. For this reason, the traffic services in the province have prioritised the monitoring of service providers transporting learners which has resulted in heavy fines being issued and/or vehicles being impounded.

## 2. New operating licence application measures and the role of the principal

- 2.1 To improve learner safety and the abovementioned application process, the PRE has amended its system whereby a private transport service provider or a person transporting learners to school(s) for monetary gain will no longer require a letter of support from principals.

- 2.2 Now, once a private transport service provider or a person transporting learners to school(s) for monetary gain applies for an operating licence, the **PRE will send an email to the relevant schools to request confirmation** as to whether there are learners registered at the school who may need transport from a specific area.
- 2.3 It is important that the learner address list and other information on CEMIS is accurate, complete and up to date.
- 2.4 Please see **Annexure A** for an example of the email that will be sent to schools by the PRE.
- 2.5 By responding in writing to the PRE's email to confirm whether or not learners are registered at the school and reside in the area(s) concerned, the governing body and/or principal do not take responsibility or become accountable for the conduct of the drivers of scholar transport vehicles or their non-compliance with the applicable road traffic laws and/or regulations.
- 2.6 To ensure that applications are dealt with speedily and efficiently schools are requested to respond to the PRE's email within the set timeframes. A further request is made to copy the circuit manager into the school's reply.
3. Please bring the contents of this minute to the attention of all relevant role players.

**SIGNED:** A MEYER

**DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION**

**DATE:** 2024-04-10